

*Registering to Post Jobs*

*using ...*



It's easy to create, edit, remove and reopen job orders using JobNet Business.

Simply register to use the system, then start entering and managing your job orders.



# Benefits

- Flexibility - you can enter, update, remove and reopen job orders
- Available 24/7
- Job openings are reviewed by staff who can answer questions, suggest wording, and provide technical assistance
- Your job opening will also automatically be listed on America's Job Bank
- Available at no cost to you



Register by going to...

<http://jobnet.wisconsin.gov/business>



# Create Account Page



Wisconsin's single-largest source for qualified job seekers

InstructionsForgot PasswordChange PasswordTerms of UseContact Us

## Welcome to JobNet Business

There is no fee charged to post job openings using JobNet Business!

**New users:** Create an account

- Create your secure account
- Unique IDs for managing your job listings
- If you have a valid DWD/Wisconsin Logon account, click the Logon button
- Complete instructions found above

Create Account

**Current users:** Login

- Protected, secure accounts
- Easily manage one or several job listings
- List recurring job openings again, or copy, review, update, or remove existing listings
- Preview your listings before posting

Login

Job listings made in JobNet Business appear on [JobNet](#), Wisconsin's single-largest source of current job openings.

wisconsinjobcenter.orgDisclaimerJobNetDWD Home

This is the Login page you will use to register and access JobNet Business.

**Please do not share accounts.** Each person at your company who will enter job orders should have his or her own account. This provides security for you, and for your company.

To begin the registration process, click on the yellow Create Account button.

# Self Registration Page

The screenshot shows the 'Self Registration' page of the Wisconsin Department of Workforce Development. The page has a blue header with the Wisconsin state seal and navigation links like 'wisconsin.gov home', 'state agencies', and 'subject directory'. Below the header, the page title is 'Wisconsin Department of Workforce Development'. The main content area is light blue and contains the following sections:

- Self Registration**: A welcome message stating, 'Welcome to the DWD/Wisconsin Logon self registration process. Self Registration allows you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.'
- Requesting a DWD/Wisconsin Logon and Password**: A message stating, 'You will submit your contact information. Once authorized you will see a confirmation.'
- Starting the Self Registration Process**: A message stating, 'To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.'
- User Acceptance Agreement**: A scrollable text area containing the agreement text. The visible text includes 'DWD/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT' and 'INTRODUCTION Many State agencies provide information and services by the'. Below the text area is a link to 'Printer Friendly Version'.
- Buttons**: Two buttons, 'Accept' and 'Decline', are located at the bottom of the agreement section.

The footer of the page contains links for 'Wisconsin.gov', 'Site Map', 'Search', 'Accessibility', 'Legal', 'Feedback', and 'DWD Home'.

Please read the information on the Self Registration screen. Use the scroll bar on the right side of the User Acceptance Agreement to view the entire message.

Click on either the Accept or Decline button. The Accept button will allow you to continue with the process. The Decline button will redirect you to the previous page.

## Account Creation

\* Indicates Required Field

### Profile Information

First Name	<input type="text" value="Brian"/>	*
Middle Initial	<input type="text" value="R"/>	
Last Name	<input type="text" value="Burrzinsk"/>	*
Suffix	<input type="text" value=""/>	
E-Mail address is strongly encouraged so we can contact you in case of problems or changes.		
E-Mail	<input type="text" value="brian.burrzinski@dwd.state.wi.us"/>	
Phone	Use this format 6085551234 <input type="text" value="6082615839"/> ext. <input type="text" value=""/>	
Mailing Address		
Street Address	<input type="text" value="201 E Washington Ave Room C200"/>	
City	<input type="text" value="Madison"/>	
State/Province	<input type="text" value="Wisconsin"/>	
Zip Code	<input type="text" value="53703"/> - <input type="text" value=""/>	

### Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID	<input type="text" value=""/>	*
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Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password	<input type="password" value=""/>	*
Re-enter Password	<input type="password" value=""/>	*

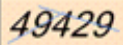
### Logon ID/Password Recovery

If you lose your password or lock yourself out, we will ask you this question to confirm your identity. Please enter an answer that you will remember. Specific questions with short answers are best ([security question tips](#)). Your security question and answer cannot contain your password. This is not a password hint. Example:  
Security question: What was the name of my first pet?  
Answer: Spot

Secret Question	<input type="text" value=""/>	*
Secret Answer	<input type="text" value=""/>	*

### Verification

This step helps prevent automated registrations.  
If you cannot see the number below [click here](#).

	Please enter the number as it is shown in the box to the left.	<input type="text" value="49429"/>	*
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## Account Creation Page

Complete the fields on the Account Creation screen.

When you have completed the form and proofed it, click on the Submit button.

If you wish to clear the screen and start over, click on the Reset button.

## Account Creation

Your DWD/Wisconsin Logon profile was successfully created.



Continue with JobNet Business Registration

### Profile Information

Logon Id	
First Name	Brian
Middle Initial	
Last Name	Burrzinski
Suffix	
E-Mail	brian.burrzinski@dwd.state.wi.us
Phone	(608) 261 - 5839
Mailing Address	
Street Address	201 E. Washington Ave.
City	Madison
State/Province	Wisconsin
Zip/Postal Code	53701

### Logon ID/Password Recovery


Secret Question	
Secret Answer	

The information you keyed is displayed.

To continue, click on the “Continue with JobNet Business Registration” button on the top of the screen.



**JobNet Business - Initiate Request for Registration**



**Please provide the following information, then click Submit:**

\* Indicates a Required Field

**Employer Information:**

\* Company Name:

\* Street Address:

\* City:

\* State:

Zip Code:  -

FEIN Code:  [##-#####]

UI Account Root Number:

Company Description:

Text Limit: 2000 | Text Entered: 0

**Contact Information:**

\* Role, Title or Business Area:

Salutation:

\* First:  Brian

Middle Initial:

\* Last:  Burzinski

Account ID: WEXTDEV99999

\* Telephone:   -  Extension:

Cell Phone:   -

Fax:   -  Extension:

\* E-Mail:

May we contact you at this address for general job center announcements?

☒ Yes ☐ No

Preferred Method of Contact:

☐ Telephone ☐ Email ☐ Fax ☐ In Person ☒ None Specified

\* County/Job Center:

**Additional Comments:**

Text Limit: 2000 | Text Entered: 0

[Help Instructions](#)

# Initiate Request for Contact

Complete the fields on the Initiate Request for Contact screen.

When selecting the County/Job Center, use the one where your company is located.

It is not necessary to register with multiple Job Centers. Your local Job Center is able to post all of your openings, regardless of where in Wisconsin the opening is occurring.

When you are finished entering data on this screen, click on the Submit button.

# Request for Registration Pending



**You have now registered!**

Someone from the local Job Center will contact you to complete the registration process. As soon as that happens, you will be able to log on and use the system.

To locate your nearest Wisconsin Job Center, call toll-free 888-258-9966, or link to [www.wisconsinjobcenter.org/directory](http://www.wisconsinjobcenter.org/directory).